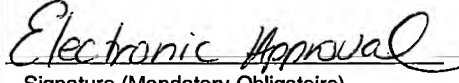
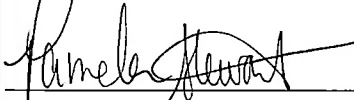




**AMENDMENT TO CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP**  
**COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE**

To: - A: <b>SPIRIT STAFFING &amp; CONSULTING INC.</b> <b>B-173 DALHOUSIE ST</b> <b>OTTAWA ON K1N 7C7</b> <b>CANADA</b>			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource <b>Sophie Champagne</b>		Tel. No - N° du Tél. <b>819-934-1497</b>		Fax. No. - N° de télécop. <b>819-953-7721</b>		Order No. N° de la commande <b>4500374088</b>				
			Standing offer No. - N° d'offre permanente <b>E60ZN-110002/004/ZN</b>		Amendment No. - N° de la modification <b>001</b>		Previous Value - Valeur précédente <b>6,753.90</b>		Amendm. date - Date de la commande <b>04/03/2018</b>						
Vendor # - N° fournisseur <b>1250275</b>		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim. <b>2,874.00</b>		Revised value - Montant révisé <b>9,627.90</b>		Date required - Demandé pour le	
Item No. No. Poste		Description Description						U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc. Ext. Price Esc. Prix calculé	
<b>00010</b>		*** Terms of payment changed *** *** Text changed *** <b>-Financial Management Junior</b> Delivery date - Date de livraison Day 03/31/2018						\$		<b>6,753.900</b>		<b>1.00</b>		<b>6,753.90</b>	
<b>00030</b>		*** Description changed *** <b>-Financial Management Junior</b> Delivery date - Date de livraison Day 04/30/2018  *** New item ***  Financial Codes / Code financier 0420- A4121-56403- A0000- NDDL =====						\$		<b>2,874</b>		<b>1.00</b>		<b>2,874.00</b>	
		The currency of this P.O. is - La devise de ce bon est : CAD =====													
Delivery Address - Adresse de livraison <b>MATERIEL &amp; ASSETS MGMT DIVISION</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>13TH FL</b> <b>10 RUE WELLINGTON RM 150</b> <b>GATINEAU QC K1A 0H4</b>				Invoicing address - Adresse de facturation <b>MATERIEL &amp; ASSETS MGMT DIVISION</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>13TH FL</b> <b>10 RUE WELLINGTON RM 150</b> <b>GATINEAU QC K1A 0H4</b>				FOB - FAB		Amount - Montant / CAD <b>9,627.90</b>					
								Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmthd 'B'		T. taxes - T. taxes / CAD <b>1,441.78</b>					
										T. Amount - Montant T. / CAD <b>11,069.68</b>					
<b>To the Supplier:</b> Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.  <b>Au fournisseur:</b> Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.  Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.  Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.								Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.   Signature (Mandatory-Obligatoire) _____ Date _____ Approved for the Minister Approuvé pour le Ministre  Signature (Mandatory-Obligatoire) _____ Date <b>2018-04-03</b>							

A0458341\_1-000001

Canada

**AMENDMENT TO CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP**  
**COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE**

Order No.  
N° de la commande  
**4500374088**

AMENDMENT 1 - Extension from April 1,2018 to April 30,2018

[REDACTED] =\$2,874.00

Stream 5 Professional Services

Sub Stream 5A Finance

Claasification:Financial Management Junior

Start date:January 24,2018

End date:March 31, 2018

Hours of work:8:00 am to 5:00 pm or 8:30 to 5:30 (TBD with PA)

Location of work:10 Wellington,Gatineau,QC



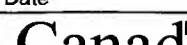
Upon arrival please contact: Lise Lapointe 819-994-7379

Resource:Irena Koruga

[REDACTED]  
[REDACTED] =\$6,753.90



**CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP  
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE**

To: - A: <b>SPIRIT STAFFING &amp; CONSULTING INC.</b> <b>B-173 DALHOUSIE ST</b> <b>OTTAWA ON K1N 7C7</b> <b>CANADA</b>			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource <b>Sophie Champagne</b>		Tel. No - N° du Tél. <b>819-934-1497</b>		Fax. No. - N° de télécop. <b>819-953-7721</b>		Order No. N° de la commande <b>4500374088</b>				
			Standing offer No. - N° d'offre permanente <b>E60ZN-110002/004/ZN</b>			Amendment No. - N° de la modification			Previous Value - Valeur précédente			Order date - Date de la commande <b>01/18/2018</b>			
Vendor # - N° fournisseur <b>1250275</b>		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim.		Revised value - Montant révisé		Date required - Demandé pour le <b>03/31/2018</b>	
Item No. No. Poste		Description Description						U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc. Ext. Price Esc. Prix calculé	
<b>00010</b>		<b>-Financial Consultant</b>  Financial Codes / Code financier <b>0420- A4121-56403- A0000- NDDL</b> ===== The currency of this P.O. is - La devise de ce bon est : CAD =====						<b>\$</b>		<b>6,753.900</b>		<b>1.00</b>		<b>6,753.90</b>	
Delivery Address - Adresse de livraison <b>MATERIEL &amp; ASSETS MGMT DIVISION</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>13TH FL</b> <b>10 RUE WELLINGTON RM 150</b> <b>GATINEAU QC K1A 0H4</b>				Invoicing address - Adresse de facturation <b>MATERIEL &amp; ASSETS MGMT DIVISION</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>13TH FL</b> <b>10 RUE WELLINGTON RM 150</b> <b>GATINEAU QC K1A 0H4</b>				FOB - FAB				Amount - Montant / CAD <b>6,753.90</b>			
								Terms of payment - Modalités de paiement <b>Net 30</b>				T. taxes - T. taxes / CAD <b>1,011.40</b>			
												T. Amount - Montant T. / CAD <b>7,765.30</b>			
<b>To the Supplier:</b> Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.  <b>Au fournisseur:</b> Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.  Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.  Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.												Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.  <div style="text-align: center;">   <b>Electronic Approval</b>  <b>Signature (Mandatory-Obligatoire)</b> </div> <div style="text-align: right;"> <b>Date</b>  <b>JAN 18 2018</b> </div> <div style="text-align: center;">   <b>Signature (Mandatory-Obligatoire)</b> </div> <div style="text-align: right;"> <b>Date</b> </div>			
<b>A0458341_3-000003</b>															

**CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP**  
**COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE**

Order No.  
N° de la commande  
**4500374088**

Stream 5 Professional Services  
Sub Stream 5A Finance  
Classification: Financial Management Junior

Start date: January 24, 2018


End date: March 31, 2018

Hours of work: 8:00 am to 4:00 pm or 8:30 to 4:30 (TBD with PA)

Location of work: 10 Wellington, Gatineau, QC

Upon arrival please contact: Lise Lapointe 819-994-7379

Resource: Irena Koruga

 = \$6,753.90



CALL-UP AGAINST A STANDING OFFER  
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

To: - A:		PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Deborah Cacciato		Tel. No - N° du Tél. 819-956-3606		Fax. No. - N° de télécop. 819-953-7721		Order No. N° de la commande 4500374469	
PROLOGIC SYSTEMS LIMITED 75 ALBERT ST UNIT 206 OTTAWA ON K1P 5E7 CANADA		Standing offer No. - N° d'offre permanente E60ZN-110002/SO1		Amendment No. - N° de la modification		Previous Value - Valeur précédente		Order date - Date de la commande 01/25/2018			
Vendor # - N° fournisseur 1263406		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim.	
						Revised value - Montant révisé		Date required - Demandé pour le			
Item No. No. Poste	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé	
00010	-ACCOUNTING CLERK Delivery date - Date de livraison Day 01/08/2018					\$	6,237	1.00		6,237.00	
00020	-ACCOUNTING CLERK Delivery date - Date de livraison Day 04/01/2018					\$	2,772	1.00		2,772.00	
Financial Codes / Code financier 0420- A4123-56403- A0000- ND75											
The currency of this P.O. is - La devise de ce bon est : CAD											
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation				FOB - FAB		Amount - Montant / CAD			
CORPORATE ACCOUNTING & REPORTING ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 1139 GATINEAU QC K1A 0H4		CORPORATE ACCOUNTING & REPORTING ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 1139 GATINEAU QC K1A 0H4						9,009.00			
						Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmthd 'B'		T. taxes - T. taxes / CAD 1,349.10			
								T. Amount - Montant T. / CAD 10,358.10			
To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.					
Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Signature (Mandatory-Obligatoire) Date					
The order number must appear on invoices, B/L, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.						Approved for the Minister Approuvé pour le Ministre					
Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						Signature (Mandatory-Obligatoire) Date					

A0458341\_5-000005

**CALL-UP AGAINST A STANDING OFFER  
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

Order No. N° de la commande <b>4500374469</b>
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TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK

NAME OF RESOURCE(S): GUY TREMBLAY, YVES LEGARE

HOURLY RATE: [REDACTED] 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018



CALL-UP AGAINST A STANDING OFFER  
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

To: - À: <b>QUANTUM MANAGEMENT SERVICES LTD</b> <b>275 SLATER ST, 500</b> <b>OTTAWA ON K1P 5H9</b> <b>CANADA</b>			PST N° - N° de TPS As per standing offer Selon l'offre permanente  Standing offer No. - N° d'offre permanente  E60ZN-110002/SO1		Contact - Personne-ressource  Deborah Cacciato	Tel. No - N° du Tél.  819-956-3606	Fax. No. - N° de télécop  819-953-7721	Order No. N° de la commande <b>4500374472</b>
					Amendment No. - N° de la modification	Previous Value - Valeur précédente		Order date - Date de la commande 01/25/2018
Vendor # - N° fournisseur  1247134	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.	Revised value - Montant révisé		Date required - Demandé pour le
Item No. No. Poste	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Ext. Price Esc. Prix calculé
00010	<b>-ACCOUNTING CLERK</b>  Delivery date - Date de livraison Day 03/31/2018				\$	6,193.130	1.00	6,193.13
00020	<b>-ACCOUNTING CLERK</b>  Delivery date - Date de livraison Day 04/20/2018				\$	2,752.500	1.00	2,752.50
Financial Codes / Code financier 0420- A4123-56403- A0000- ND75  =====								
The currency of this P.O. is - La devise de ce bon est : CAD =====								
Delivery Address - Adresse de livraison <b>CORPORATE ACCOUNTING &amp; REPORTING</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>10 WELLINGTON ST / RM 1139</b> <b>GATINEAU QC K1A 0H4</b>			Invoicing address - Adresse de facturation  <b>CORPORATE ACCOUNTING &amp; REPORTING</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>10 WELLINGTON ST / RM 1139</b> <b>GATINEAU QC K1A 0H4</b>			FOB - FAB		Amount - Montant / CAD  <b>8,945.63</b>
						Terms of payment - Modalités de paiement  Direct Deposit Net 30 Days - Pmtmthd 'B'		T. taxes - T. taxes / CAD  <b>1,339.61</b>
								T. Amount - Montant T. / CAD  <b>10,285.24</b>
<b>To the Supplier:</b> Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number.  <b>Au fournisseur:</b> Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.		
The order number must appear on invoices, B/L, packing lists, correspondence and outside containers.  Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.						Signature (Mandatory-Obligatoire) _____ Date _____		
						Approved for the Minister Approuvé pour le Ministre		
Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						Signature (Mandatory-Obligatoire) _____ Date _____		

A0458341\_7-000007

s.20(1)(b)

s.20(1)(c)

**CALL-UP AGAINST A STANDING OFFER  
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

Order No.  
N° de la commande  
**4500374472**

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK

NAME OF RESOURCE: ROBERT LEBRUN

HOURLY RATE:  7.5 HOURS X 65 DAYS

CONTRACT PERIOD: FEBRUARY 1, 2018 TO APRIL 20, 2018

**AMENDMENT TO CALL-UP AGAINST A STANDING OFFER  
AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

<b>To: - À:</b> <b>DYNAMIC PERSONNEL CONSULTANTS</b> <b>420 O'CONNOR ST UNIT 1400</b> <b>OTTAWA ON K2P 1W4</b> <b>CANADA</b>			<b>PST N° - N° de TPS</b> As per standing offer Selon l'offre permanente		<b>Contact - Personne-ressource</b> Deborah Cacciato		<b>Tel. No - N° du Tél.</b> 819-956-3606		<b>Fax. No. - N° de télécop.</b> 819-953-7721		<b>Order No. N° de la commande</b> <b>4500374476</b>				
			<b>Standing offer No. - N° d'offre permanente</b> E60ZN-110002/SO1		<b>Amendment No. - N° de la modification</b> 001		<b>Previous Value - Valeur précédente</b> 38,579.40		<b>Amendm. date - Date de la commande</b> 02/13/2018						
<b>Vendor # - N° fournisseur</b> 1234000		<b>Contact Name - Nom du contact</b>		<b>Acc. # - N° comp.</b>		<b>Tel. No - N° du Tél.</b>		<b>Fax. No. - N° de télécop.</b>		<b>Inc./Dec. - Aug./Dim.</b> 38,579.40-		<b>Revised value - Montant révisé</b> 0.00		<b>Date required - Demandé pour le</b>	

Item No. No. Poste	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext.Price Prix calculé
00010	*** Text changed ***  <b>-ACCOUNTING CLERK</b> Vend. Mat. Number/Art. Fournisseur: Delivery date - Date de livraison Day 03/31/2018	\$	34,319.160	0.00		0.00
00020	*** Item cancelled ***  <b>-ACCOUNTING CLERK</b> Vend. Mat. Number/Art. Fournisseur: Delivery date - Date de livraison Day 04/20/2018	\$	4,260.240	0.00		0.00

<b>Delivery Address - Adresse de livraison</b> <b>CORPORATE ACCOUNTING &amp; REPORTING</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>10 WELLINGTON ST / RM 1139</b> <b>GATINEAU QC K1A 0H4</b>		<b>Invoicing address - Adresse de facturation</b> <b>CORPORATE ACCOUNTING &amp; REPORTING</b> <b>ABORIGINAL AFF &amp; NORTHERN DEV. CAN.</b> <b>10 WELLINGTON ST / RM 1139</b> <b>GATINEAU QC K1A 0H4</b>		<b>FOB - FAB</b>		<b>Amount - Montant / CAD</b> 0.00	
				<b>Terms of payment - Modalités de paiement</b> Direct Deposit Net 30 Days - Pmtmthd 'B'		<b>T. taxes - T. taxes / CAD</b> 0.00	
						<b>T. Amount - Montant T. / CAD</b> 0.00	

**To the Supplier:** Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number.

**Au fournisseur:** Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.

The order number must appear on invoices, B/L, packing lists, correspondence and outside containers.

Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Please verify additional instructions if any.

Veuillez consulter les instructions additionnelles s'il y a lieu.

Certified pursuant to subsection 32(1) of Financial Administration Act  
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.



Signature (Mandatory-Obligatoire) \_\_\_\_\_ Date \_\_\_\_\_

Approved for the Minister Approuvé pour le Ministre



Signature (Mandatory-Obligatoire) \_\_\_\_\_ Date \_\_\_\_\_

**Feb 13/18**

**A0458341\_9-000009**



AMENDMENT TO CALL-UP AGAINST A STANDING OFFER  
AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

Order No.  
N° de la commande  
**4500374476**

Item No. No. Poste	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé
	*** Item cancelled ***  Financial Codes / Code financier 0420- A4123-56403- A0000- ND75  =====					
	The currency of this P.O. is - La devise de ce bon est : CAD =====					
						Amount - Montant / CAD <b>0.00</b>
						T. taxes - T. taxes / CAD <b>0.00</b>
						T. Amount - Montant T. / CAD <b>0.00</b>

**AMENDMENT TO CALL-UP AGAINST A STANDING OFFER  
AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

Order No.  
N° de la commande  
**4500374476**

AMENDMENT #1: RICHARD MUAMBA BEING REPLACED BY SIMONE MERCUER. CONTRACT START DATE FOR SIMONE MERCUER IS FEBRUARY 5, 2018 TO APRIL 20, 2018.

ORIGINAL CALL-UP

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK

NAME OF RESOURCE(S): RICHARD MUAMBA AND ROBERT GROULX

HOURLY RATE:  X 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018



AMENDMENT TO CALL-UP AGAINST A STANDING OFFER  
AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

To - A : DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA		PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Deborah Cacciato		Tel. No - N° du Tél. 819-956-3606		Fax. No. - N° de télécop. 819-953-7721		Order No. N° de la commande 4500374476	
		Standing offer No. - N° d'offre permanente E60ZN-110002/SO1		Amendment No. - N° de la modification 002		Previous Value - Valeur précédente 0.00		Amendm. date - Date de la commande 02/13/2018			
Vendor # - N° fournisseur 1234000		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél.		Fax. No. - N° de télécop.		Inc./Dec. - Aug./Dim. 8,379.00	
						Revised value - Montant révisé 8,379.00		Date required - Demandé pour le			
Item No. No. Poste	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext.Price Prix calculé	
00030	*** Text changed *** -ACCOUNTING CLERK Delivery date - Date de livraison Day 01/08/2018					\$	5,538	1.00		5,538.00	
00040	*** New item *** -ACCOUNTING CLERK Delivery date - Date de livraison Day 04/01/2018					\$	2,841	1.00		2,841.00	
Financial Codes / Code financier 0420- A4123-56403- A0000- ND75 =====											
The currency of this P.O. is - La devise de ce bon est : CAD =====											
Delivery Address - Adresse de livraison CORPORATE ACCOUNTING & REPORTING ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 1139 GATINEAU QC K1A 0H4		Invoicing address - Adresse de facturation CORPORATE ACCOUNTING & REPORTING ABORIGINAL AFF & NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 1139 GATINEAU QC K1A 0H4				FOB - FAB		Amount - Montant / CAD 8,379.00			
						Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmthd 'B'		T. taxes - T. taxes / CAD 1,254.76			
								T. Amount - Montant T. / CAD 9,633.76			
<b>To the Supplier:</b> Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. <b>Au fournisseur:</b> Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.					
The order number must appear on invoices, B/L, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.  Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						Signature (Mandatory-Obligatoire) Approved for the Minister Approuvé pour le Ministre		Date			
						Signature (Mandatory-Obligatoire) Date					

A0458341\_12-000012



**AMENDMENT TO CALL-UP AGAINST A STANDING OFFER  
AMENDEMENT DE COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

Order No.  
N° de la commande  
**4500374476**

AMENDMENT #2: ROBERT GROULX WAS TERMINATED ON FEBRUARY 6, 2018 AND WILL NOT BE REPLACED.

AMENDMENT #1: RICHARD MUAMBA BEING REPLACED BY SIMONE MERCUER. CONTRACT START DATE FOR SIMONE MERCUER IS FEBRUARY 5, 2018 TO APRIL 20, 2018.

ORIGINAL CALL-UP

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK

NAME OF RESOURCE(S): RICHARD MUAMBA AND ROBERT GROULX

HOURLY RATE:  X 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018

**CALL-UP AGAINST A STANDING OFFER**  
**COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

To: - A: <b>DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA</b>			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource <b>Deborah Cacciato</b>	Tel. No - N° du Tél. <b>819-956-3606</b>	Fax. No. - N° de télécop. <b>819-953-7721</b>	Order No. N° de la commande <b>4500374476</b>		
			Standing offer No. - N° d'offre permanente <b>E60ZN-110002/SO1</b>		Amendment No. - N° de la modification		Previous Value - Valeur précédente			
Vendor # - N° fournisseur <b>1234000</b>			Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.	Date required - Demandé pour le		
Item No. No. Poste	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Esc.	Ext. Price Prix calculé
<b>00010</b>	<b>-ACCOUNTING CLERK</b> Delivery date - Date de livraison Day 03/31/2018					\$	<b>34,319.160</b>	<b>1.00</b>		<b>34,319.16</b>
<b>00020</b>	<b>-ACCOUNTING CLERK</b> Delivery date - Date de livraison Day 04/20/2018					\$	<b>4,260.240</b>	<b>1.00</b>		<b>4,260.24</b>
Financial Codes / Code financier 0420- A4123-56403- A0000- ND75										
The currency of this P.O. is - La devise de ce bon est : CAD										
Delivery Address - Adresse de livraison <b>CORPORATE ACCOUNTING &amp; REPORTING ABORIGINAL AFF &amp; NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 1139 GATINEAU QC K1A 0H4</b>			Invoicing address - Adresse de facturation <b>CORPORATE ACCOUNTING &amp; REPORTING ABORIGINAL AFF &amp; NORTHERN DEV. CAN. 10 WELLINGTON ST / RM 1139 GATINEAU QC K1A 0H4</b>			FOB - FAB		Amount - Montant / CAD <b>38,579.40</b>		
						Terms of payment - Modalités de paiement <b>Direct Deposit Net 30 Days - Pmtmthd 'B'</b>		T. taxes - T. taxes / CAD <b>5,777.27</b>		
								T. Amount - Montant T. / CAD <b>44,356.67</b>		
To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number.  Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.				
						Signature (Mandatory-Obligatoire)		Date		
The order number must appear on invoices, B/L, packing lists, correspondence and outside containers. Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.						Approved for the Minister Approuvé pour le Ministre				
Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.						Signature (Mandatory-Obligatoire)		Date		

A0458341\_14-000014



s.20(1)(b)

s.20(1)(c)

**CALL-UP AGAINST A STANDING OFFER  
COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE**

Order No.  
N° de la commande  
**4500374476**

TEMPORARY HELP SERVICES

STREAM: OFFICE SUPPORT, CLASSIFICATION: ACCOUNTING CLERK

NAME OF RESOURCE(S): RICHARD MUAMBA AND ROBERT GROULX

HOURLY RATE: [REDACTED] X 7.5 HOURS X 65 DAYS

CONTRACT PERIOD: JANUARY 29, 2018 TO APRIL 20, 2018

AMENDMENT TO CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP  
COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DE L'AIDE TEMPORAIRE

To: - A: QUANTUM MANAGEMENT SERVICES LTD 275 SLATER ST. 500 OTTAWA ON K1P 5H9 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Véronique Larose	Tel. No - N° du Tél. 819-934-2031	Fax. No. - N° de télécop. 819-953-7721	Order No. N° de la commande 4500375551
			Standing offer No. - N° d'offre permanente EN578-060502/222/ZT		Amendment No. - N° de la modification 001	Previous Value - Valeur précédente 8,147.55		Amendm. date - Date de la commande 03/22/2018
Vendor # - N° fournisseur 1247134	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Incr./Dec. - Aug./Dim. 17,699.85	Revised value - Montant révisé 25,847.40		Date required - Demandé pour le
Item No. No. Poste	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc. Ext.Price Esc. Prix calculé
00020	<p>*** Text changed ***</p> <p><b>-Amendment 1: Stream 1 - 2 Clerks, Record</b></p> <p>Delivery date - Date de livraison Day 06/29/2019</p> <p>*** New item ***</p> <p>Financial Codes / Code financier 0420- A4834-56403- - NGQ6</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>				\$	17,699.850	1.00	17,699.85
Delivery Address - Adresse de livraison DIR. STRATEGIC PLANNING & PERF.MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4			Invoicing address - Adresse de facturation DIR. STRATEGIC PLANNING & PERF.MGMT ABORIGINAL AFF & NORTHERN DEV. CAN. 7TH FLOOR 25 EDDY // RM 076 GATINEAU QC K1A 0H4			FOB - FAB		Amount - Montant / CAD 25,847.40
						Terms of payment - Modalités de paiement Direct Deposit Net 30 Days - Pmtmthd 'B'		T. taxes - T. taxes / CAD 3,870.65
								T. Amount - Montant T. / CAD 29,718.05
<p><b>To the Supplier:</b> Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.</p> <p><b>Au fournisseur:</b> Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.</p> <p>Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.</p> <p>Please verify additional instructions if any. Veuillez consulter les instructions additionnelles s'il y a lieu.</p>						<p>Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.</p> <p><i>SAP electronic approval</i></p> <p>Signature (Mandatory-Obligatoire) _____ Date _____</p> <p>Approved for the Minister Approuvé pour le Ministre</p> <p><i>[Signature]</i></p> <p>Signature (Mandatory-Obligatoire) _____ Date _____</p> <p>MAR 22 2018</p>		

A0458341\_16-000016

Canada

s.20(1)(b)

s.20(1)(c)

Order No.  
N° de la commande  
**4500375551**

**THS/SO - CALL-UP:**

Amendment #1:

Date extension: June 29, 2018

Number of working days: add [REDACTED]

\*\*\*\*\*

Original Call-up:

Stream and Classification: 1 Office Support, Clerk, Records Management, Senior Level

Number of Resources : 2

Resources# Name: Clement Nzeyimana and Marie Micheline Laurence Plante

Hourly Rate: [REDACTED]

Number of Weeks: [REDACTED]

Number of Working Days: [REDACTED]

Number of Hours per Week: 37.5

Hours of Work: 8:00 to 4:00 p.m. (flexible)

Location of Work: 25 Eddy Street, 7th Floor, Room 070, Gatineau, Quebec K1A 0h4

Start Date: Monday, February 19, 2018

End Date: Thursday, March 29, 2018 \*\*with option to extend the call-up until May 25, 2018 inclusive\*\*.

-  
\*\*This is due to the Impact of Ontario Provincial Bill C-148 on Temporary Help Services method of supply in the National Capital Region. Equal Pay for Equal Work takes effect on April 1, 2018, including other changes. Public Services and Procurement Canada is continuing to look at the impact this Bill will have. In the meantime and until further notice, it is recommended that upcoming THS contracts and call- ups have an end date of no later than March 31, 2018. Further direction will be provided in the near future\*\*.

**DEPARTMENTAL REPRESENTATIVE:**

Julie Renaud, 819-934-1194, julie.renaud@irsad-sapi.gc.ca

**PLEASE SEND ALL INVOICES TO:**

Patrice McCoy, 25 Eddy Street, 7th Floor, Gatineau, Quebec, K1A 0H4, 819-743-5766, patrice.mccoy@irsad-sapi.gc.ca

**THS/SO RIGHT OR FIRST REFUSAL /RFA REFERENCE NUMBER: 1000197945**



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

**PURCHASING OFFICE - BUREAU DES ACHATS**

Department of Indian Affairs and Northern  
Development (DIAND)  
10 rue Wellington, 13th Floor  
Gatineau, QC  
K1A 0H4

**CONTRACT - CONTRAT**

Canada accepts your bid to provide to Canada the goods, services  
or both described in the Contract in accordance with the conditions  
and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les  
biens, services ou les deux décrits dans le contrat conformément  
aux conditions et aux prix prévus au contrat.

**Name and Address of Contractor  
Nom et adresse de l'entrepreneur**

QMR Staffing Solutions Inc.  
75 Albert Street, Suite 906  
Ottawa, ON  
K1P 5E7

Canada

PWGSC-TPSGC A0458341\_18-000018

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File No. - N° de dossier	
4500376031	
Date of Contract - Date du contrat	
2018-02-28	
Contract No. - N° du contrat	
4500376031	
Client Reference No. (optional) - N° de référence du client (facultatif)	
1000197925	
Financial Code(s) - Code(s) financier(s)	
0420-A4125-56403-A2000-ND7A	
Duty - Droits	Applicable Taxes / Taxes applicables
<input checked="" type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded En sus
<input type="checkbox"/> Included Inclus	<input checked="" type="checkbox"/> Excluded En sus
FOB - FAB	
FOB	
Destination	
Gatineau, QC	
Invoices - Original and two copies must be completed and sent to: Factures - L'original et deux copies doivent être remplis et envoyés à :	
Harjit.Khosa@canada.ca	
Address inquiries to: - Adresser toute demande de renseignements à :	
Shuo.Chen@canada.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
819-997-0407	819-953-7721
Total estimated cost - Coût total estimatif	
\$175,212.00	
For the Minister - Pour le Ministre	

Contract # 4500376031

The Contractor's THS Supply Arrangement (SA) no. EN578-060502/221/ZT and Annexes are hereby incorporated into and form part of this Contract by reference.

## Requirement Summary

### 1. Statement of Work

This Contract is being issued for the requirement of one (1) **Intermediate Financial Advisor (Sub-Stream 5a, Financial Management)** for the Department of Indian Affairs and Northern Development (DIAND) under the THS (SA) method of supply. The work to be performed is detailed under Appendix "A" Statement of Work.

### 2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement. The following table lists the name of the THS resource; information regarding the THS requirement; and Firm hourly.

Name of Resource.	Stream & Classification /Sub Classification	Required Personnel Security screening	Bilingual (Y/N)	(E) Level of Expertise	(F) Maximum No. of Hours	(G) Hourly Rate (GST/HST extra)	(H) Total Cost [F x G]
Edward (Eddie) Vlasblom	Stream 5a – Financial Management	Reliability Status	Y	Intermediate			\$175,212.00
Total Cost (taxes extra): \$175,212.00							

#### \* Definition of a Day/Proration:

A working day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{Applicable firm per diem rate}}{7.5 \text{ hours}}$$

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

### 3. Work Location

10 Rue Wellington, Gatineau, QC K1A 0H4

## Articles of Agreement

### 1. Security Requirement

PWGSC File# Common-PS SRCL # 6

1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

**Contract # 4500376031**

1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/ PWGSC.

1.3 The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.5 The Contractor must comply with the provisions of the:

1. THS Generic Security Requirements Check List EN578-060502-SA1, EN578-060502-SA2, attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
2. Security Requirements Check List and security guide (if applicable), attached at Annex "B";
3. *Industrial Security Manual* (Latest Edition).

## **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work.

THS resource must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.

Classifications Table of Contents (Version 1)

## **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from **March 1, 2018 to November 30, 2018 inclusive**.

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional 24 week period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

Shuo Chen

Senior Procurement Officer  
Materiel and Assets Management Directorate  
Department of Indian Affairs and Northern Development  
10 rue Wellington, Gatineau, QC, K1A 0H4



**Contract # 4500376031**

Telephone: 819-997-0407

Facsimile: 819-953-7721

E-mail address: [Shuo.Chen@canada.ca](mailto:Shuo.Chen@canada.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**5.2 Project Authority**

Jean Philippe Simard

Director, Transfer Payments Advisory Services

Department of Indian Affairs and Northern Development

10 rue Wellington, Gatineau, QC, K1A 0H4

Telephone: 819-994-6408

Facsimile: 819-953-8475

E-mail address: [jeanphilippe.simard@canada.ca](mailto:jeanphilippe.simard@canada.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**5.3 Contractor's Representative**

Kristina Kanjilal

Director, Sales

QMR Staffing Solutions Inc.

75 Albert Street, Suite 906

Ottawa, ON K1P 5E7

Telephone: (613) 234-4972

Facsimile: (613) 234-6654

E-mail address: [kristina.kanjilal@gmrconsulting.com](mailto:kristina.kanjilal@gmrconsulting.com)**6. Payment****6.1 Basis of Payment**

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

**6.2 Limitation of Expenditure**

1. Canada's total liability under the Contract will not exceed **\$175,212.00**, GST or HST extra.
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work,

**Contract # 4500376031**

whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

### **6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)**

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

### **6.4 Method of Payment**

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

#### **Payment by Credit Card**

Canada will pay invoices on contracts against the Supply Arrangement by:

- Direct Deposit

### **7. Audit**

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

### **8. Suitability of Services**

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

### **9. Access to Canada's Facilities**

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required

**Contract # 4500376031**

during the Contract period in order to perform the Work:

- i. Designated User's premises;
  - ii. Designated User's computer systems (micro computer network);
  - iii. Documentation;
  - iv. Personnel for consultation; and,
  - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

#### **10. Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **11. SACC Manual Clauses**

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

#### **12. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

#### **13. Priority of Documents**

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. the Articles of Agreement;
2. 2010B (2016-04-04) Conditions - Professional Services (Medium Complexity);
3. Annex "A" - Statement of Work;
4. Annex "B" - Security Requirements Check List;
5. the Contractor's THS Supply Arrangement (SA) no. EN578-060502/221/ZT;
6. the Contractor's bid dated January 29, 2018.

## ANNEX "A" - STATEMENT OF WORK

### 1. TITLE

Financial Management Consultant (THS)

### 2. BACKGROUND

The Department of Indian Affairs and Northern Affairs Canada (DIAND), Transfer Payments Advisory Services (TPAS) unit provides ongoing advisory and support services to clients, both internal and external to the Department, who are mandated to provide effective, high quality services which benefit the Indigenous communities it serves.

The TPAS unit provides advisory and support services through the ongoing development and refinement of its policies, directives, guidebooks etc., and other related activities, including the:

- Development of National Funding Agreements Models
- Development of Guidelines, Information Bulletins and Best Practices
- Enhancement of Stakeholders' Engagement
- Establishment of Funding Agreement Service Standards
- Grants and Contributions Information Management System (GCIMS)
- Integrated Management Control Framework for Grants and Contributions
- National Monitoring, Compliance and Reporting
- National Oversight on Grants and Contributions Management
- Recipient Audit Plan
- National Transfer Payment Management Training

### 3. OBJECTIVE

The Contractor to provide services to TPAS: Financial Management Consultant (Stream 5a), Intermediate Financial Advisor.

### 4. SCOPE OF WORK

- To support the development of new policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- Inter and intra-departmental consultations on policy related initiatives;
- Ongoing revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;

### 5. TASKS AND DELIVERABLES

The scope of the work will include, at a minimum, the:

- New policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;
- Proposals for new government regulations, policies, directives and guidelines pertaining to Grants and Contributions; management in alignment with the frameworks of Treasury Board Secretariat, OAG etc.;
- Support / training to clients regarding existing or revised policies, directives and guidelines pertaining to Grants and Contributions;
- Advice to clients regarding the financial and non-financial implications of changes in the Grants and Contributions programs;
- Advice and guidance to management on matters pertaining to Grants and Contributions reporting,

Contract # 4500376031

- compliance, monitoring and control;
- Advisory services to ensure understanding, acceptance, uniform implementation of new or revised financial and operational management policies;
- Coordinating TPAS responses to the reports of the Auditor General and to other internal reports;
- Monitoring Grants and Contributions agreements to ensure that all terms and conditions are met;
- Timely deliverables to a quality standard acceptable to the Department.

## 6. RESOURCE REQUIREMENTS

### A. LANGUAGE

The resource must have strong comprehension, Written and oral English language skills (Bilingual can be an asset)

## 7. GREENING GOVERNMENT OPERATIONS

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

Furthermore, in June 2008 the *Federal Sustainable Development Act* was passed to provide the legal framework for developing and implementing a Federal Sustainable Development Strategy that will make environmental decision making more transparent and accountable to Parliament. A Federal Sustainable Development Strategy is developed every three years that includes shrinking the environmental footprint of government operations. Green procurement is a key enabler of these objectives.

In accordance with the *Policy on Green Procurement* and Federal Sustainable Development Strategy, for this requirement:

### General

- a) The Contractor is encouraged to offer or suggest green solutions whenever possible.
- b) The Contractor should consider the complete lifecycle of products and services provided to favor strategies, processes, and materials that assure sustainable development.
- c) The Contractor should use green meetings practices when conducting workshops and meetings. Guides to green meeting practices are available through Environment Canada and the United Nations Environment Program.

### Travel

- a) The Contractor is encouraged to work off-site to reduce commuting requirements where security requirements allow.
- b) The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- c) Where transportation is required, the Contractor is encouraged to use environmentally preferred modes of transportation, where feasible.
- d) The Contractor is encouraged to use accommodations with environmental ratings: Contractors of the Government of Canada may access the PWGSC Accommodation Directory to search for accommodations with Green Key and/or Green Leaf ratings that will honor the pricing for Contractors.

### Paper Consumption

- a) The Contractor is requested to provide all correspondence including (but not limited to) their bid, documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Contracting Authority or Project Authority.

**Contract # 4500376031**

- b) Printed material is requested on paper that is EcoLogo certified or equivalent, certified as using fibre originating from a sustainably managed forest and/or minimum recycled content of 30%. Paper is also to be processed chlorine free, whenever possible.
- c) The Contractor should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Goods Used in Service Delivery

- a) It is desirable that the Contractor, in provisioning the Service, procure equipment, such as computer equipment, peripherals and telephony equipment that meet the most current environmental specifications used by the Government of Canada when procuring similar equipment, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers. Government of Canada environmental specifications can be found in the Green Procurement Plans available online or by contacting [AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca](mailto:AchatsEcologiques.GreenProcurement@tpsgc-pwgsc.gc.ca).
- b) It is desirable that the Contractor, in provisioning the Service, procure equipment and implement solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for Government of Canada customers.
- c) The Contractor is required to use provincial e-waste recycling programs for the disposal of electronic assets owned by the Contractor and used to deliver the Service to Canada. In provinces where provincial programs do not exist or where equipment does not qualify for disposal by the provincial program, electronic assets should be disposed of via recyclers that have been approved under any other province's e-waste recycling program.



Contract # 4500376031

# ANNEX "B" – SECURITY REQUIREMENTS CHECK LIST (SRCL)

COMMON-PS-SRCL#6



Contract Number / Numéro du contrat <b>1000197925</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

## SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COBMC TOP SECRET COBMC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SGT 360-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**

Canada

Government  
of CanadaGouvernement  
du Canada

COMMON-PS-SRCL#6

Contract Number / Numéro du contrat <b>1000197925</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

**8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?**  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes / Non ☐ Oui

**9. Will the supplier require access to extremely sensitive INFOSEC information or assets?**  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes / Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

**10. e) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis**

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

**10. b) May unscreened personnel be used for portions of the work?**  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes / Non ☐ Oui

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

**11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?**  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes / Non ☐ Oui

**11. b) Will the supplier be required to safeguard COMSEC information or assets?**  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes / Non ☐ Oui

**PRODUCTION**

**11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?**  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes / Non ☐ Oui

**INFORMATION TECHNOLOGY (IT) / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

**11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?**  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes / Non ☐ Oui

**11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?**  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes / Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Contract # 4500376031

COMMON-PS-SRCL/PS



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>1000193925</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIAL	Secret	TOP SECRET Très SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC Très SECRET	Protected Protégé			TOP SECRET Très SECRET
											A	B	C	
Information / Assets Renseignements / Biens Protection														
IT Media / Support IT IT Unit / Unité informatique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?


☒ No ☐ Yes  
Non Oui




If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**

Canada

11.1 Personnel Security Screening Level Required: Niveau d'enquête de la sécurité du personnel requis :		<input type="checkbox"/> N/A / rien requis	<input checked="" type="checkbox"/> Reliability / Fiabilité	<input type="checkbox"/> Confidential / Confidentiel	<input type="checkbox"/> Secret	<input type="checkbox"/> Top Secret / Très secret
11.2 May unaccredited personnel be used for portions of work? Du personnel sans accréditation adéquate peut-il se voir confier des parties du travail?		<input checked="" type="checkbox"/> No / Non		<input type="checkbox"/> Yes / Oui		<input type="checkbox"/> N/A / Non requis
12. Will the documentation attached to this SRCL be PROTECTED under CLASSIFIED? La documentation associée à la présente LERS sera-t-elle PROTÉGÉE sous CLASSIFIÉE?		<input checked="" type="checkbox"/> No / Non		<input type="checkbox"/> Yes / Oui		
 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat <b>1080197928</b> Security Classification / Classification de sécurité				

13. Organization Project Authority / Charge de projet de l'organisme Name (print) - Nom (en lettres majuscules) Jean Philippe Simard		Title - Titre Director, TPAS		Signature 	
Telephone No. - N° de téléphone 812-894-8406	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel JeanPhilippe.Simard@Cops		Date 18/12/2017	
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres majuscules) Mr. J. Sturmen@ainc-inac.gc.ca		Title - Titre Contracting Security Officer		Signature 	
Telephone No. - N° de téléphone (514) 956-0908	Facsimile No. - N° de télécopieur Fax: (819) 954-6774	E-mail address - Adresse courriel		Date	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?					<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agente d'approvisionnement Name (print) - Nom (en lettres majuscules) SHUO CHEN		Title - Titre Sr. Procurement Officer		Signature 	
Telephone No. - N° de téléphone 819-947-0407	Facsimile No. - N° de télécopieur 819-953-7721	E-mail address - Adresse courriel shuo.chen@canad.ca		Date 2018/01/18	
17. Contracting Security Authority / Pouvoir contractant en matière de sécurité Name (print) - Nom (en lettres majuscules)		Title - Titre		Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date	



## CONTRACT

Page 1 of 13

### PURCHASING OFFICE:

Department Name <b>Department of Indian Affairs &amp; Northern Development</b>
Mailing Address <b>10 Wellington Gatineau, Quebec, K1A 0H4</b>
<b>CONTRACT</b> Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.  The Contractor hereby accepts this contract  <b>Person Authorized to Sign</b>
Name
Title
 ▶ Signature
Date (YYYYMMDD)
<i>Return signed copy forthwith</i>
<b>Contractor</b>
Name <b>Raymond Chabot Grant Thornton</b>
Address <b>116 Albert Street, Ste 1000 Ottawa, Ontario K1P 5G3</b>

INAC File No. <b>1000198621</b>	
Date of Contract (YYYYMMDD) <b>2018-03-26</b>	
Contract No. <b>4500376719</b>	
Financial Code(s)	
Destination(s) of Services <b>10 Wellington, Gatineau, Quebec, K1A 0H4</b>	
Invoices are to be submitted by Email to: <b>aadnc.dpfugafinance-cfobmufinance.aandc@canada.ca</b>	
Address inquiries to: <b>deborah.cacciato2@canada.ca</b>	
Telephone Number <b>(819) 956-3606</b>	Facsimile Number <b>(819) 953-7721</b>
Total Estimated Cost <b>\$130,312.50</b>	
Applicable Taxes  <input type="radio"/> Included <input checked="" type="radio"/> Excluded	
<b>For the Minister</b>	
Signing Authority Name <b>Deborah Cacciato</b>	
Signing Authority Title <b>Senior Procurement Officer</b>	
 Signature	<b>2018-03-26</b> Date (YYYYMMDD)

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The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZN and Annexes are hereby incorporated into and form part of this Contract by reference.

## Requirement Summary

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### 2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement.

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly:

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
Sheila Silva	Stream 5A – Financial Management	Reliability	N			\$130,312.50
SUBTOTAL:						\$130,312.50

### 3. Work Location

Department of Indian Affairs & Northern Development  
10 Wellington  
Gatineau, Quebec  
K1A 0H4

### 4. Estimated cost of travel and living expenses, if applicable.

N/A

## Articles of Agreement

### 1. Security Requirement

1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.

1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.5 The Contractor must comply with the provisions of the:

- a) THS Generic Security Requirements Check List EN578-060502-SA1 attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
- b) *Industrial Security Manual* (Latest Edition).

## **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work as per Annex A.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise. Classifications Table of Contents (Version 1)

## **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from April 3, 2018 to October 19, 2018 inclusive.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Deborah Cacciato  
Senior Procurement Officer  
Department Of Indian Affairs & Northern Development  
10 Wellington, 13<sup>th</sup> Floor, Rm. 169  
Gatineau, Quebec  
K1A 0H4

Telephone: (819) 956-3606  
Email: [deborah.cacciato2@canada.ca](mailto:deborah.cacciato2@canada.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is:

Benoit Labelle  
Financial Advisor  
Department of Indian Affairs & Northern Development  
10 Wellington  
Gatineau, Quebec  
K1A 0H4

Telephone: (819) 635-2920  
Email: [benoit.labelle@canada.ca](mailto:benoit.labelle@canada.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

Raymond Chabot Grant Thornton  
116 Albert Street  
Ottawa, Ontario  
K1P 5G3

Attention: Jennifer Junop  
Telephone: (613) 760-3500, [REDACTED]  
Email: [REDACTED]@rcgt.com

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

### 6.2 Limitation of Expenditure

1. Canada's total liability under the Contract will not exceed \$130,312.50, GST or QST extra.
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

### 6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

### 6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

#### Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

- ☐ ☐ Visa
- ☐ Mastercard
- ☒ Direct Deposit

### 7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.



## 8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

## 9. Access to Canada's Facilities

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
  - i. Designated User's premises;
  - ii. Designated User's computer systems (micro computer network);
  - iii. Documentation;
  - iv. Personnel for consultation; and,
  - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

## 10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification

C0705C      2010-01-11      Discretionary Audit

## 12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. The Articles of Agreement;
2. 2010B (2016-04-04) Conditions - Professional Services (Medium Complexity);
3. Annex A - Statement of Work;
4. Annex B - Security Requirements Check List;
5. The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZT; and,
6. The Contractor's bid dated February 21, 2018.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. BACKGROUND**

The Department of Indian Affairs and Northern Development Canada (DIAND), Transfer Payments Advisory Services (TPAS) unit provides ongoing advisory and support services to clients, both internal and external to the Department, who are mandated to provide effective, high quality services which benefit the Indigenous communities it serves.

The Transfer Payments Advisory Services unit provides advisory and support services through the ongoing development and refinement of its policies, directives, guidebooks etc., and other related activities, including the:

- Development of National Funding Agreements Models
- Development of Guidelines, Information Bulletins and Best Practices
- Enhancement of Stakeholders' Engagement
- Establishment of Funding Agreement Service Standards
- Grants and Contributions Information Management System (GCIMS)
- Integrated Management Control Framework for Grants and Contributions
- National Monitoring, Compliance and Reporting
- National Oversight on Grants and Contributions Management
- Recipient Audit Plan
- National Transfer Payment Management Training

#### **2. SCOPE OF WORK**

Duties may include but are not limited to undertaking:

- The development of policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- Inter and intra-departmental consultations on policy related initiatives;
- Ongoing revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;
- Formulating of proposals for new government regulations, policies, directives and guidelines pertaining to Grants and Contributions management in alignment with the frameworks of Treasury Board Secretariat, Office of Auditor General, etc.;
- Providing advice regarding the financial and non-financial implications of changes in the Grants and Contributions programs;
- Providing advice and guidance to management on all matters pertaining to Grants and Contributions reporting, monitoring and control;
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies;
- Promoting acceptance of new grants and contributions practices, systems and procedures;
- Coordinating TPAS responses to the reports of the Auditor General or to internal stakeholders;
- Monitoring Grants and Contributions funding agreements to ensure that all terms and conditions are met;
- Support of the policy reviews pertaining to the predictability and sufficiency of funding as well as mutual accountability of Indigenous Recipients and the Department;

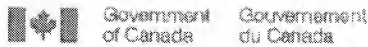
CONTRACT NO. 4500376719

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- Provide timely deliverables to a quality standard acceptable to the Department such as responses to client's requests; prepare PowerPoint presentations and/or decision notes to management, provide analysis, etc.

ANNEX B

SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat EN578-060502-SA1
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction PSBD/Acquisitions	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Request for Supply Arrangements (PSA) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when requested" basis.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to / Limité à : <input type="checkbox"/>		Restricted to / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :		Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

CONTRACT NO. 4500376719



Gouvernement du Canada  
Government of Canada

Contract Number / Numéro du contrat

EN579-063502-SA1

Security Classification / Classification de sécurité  
UNCLASSIFIED

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux:	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat:

EN578-060602-SA1

Security Classification / Classification de sécurité

UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				CONFIDENTIAL				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMINT TOP SECRET	PROTECTED PROTÉGÉ			TOP SECRET
											A	B	C	
Information / Infos Remarques / Notes Additionnelles														
If Main / Principal														
If Sub / Accessoire														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCF 360-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



CONTRACT NO. 4500376719



Gouvernement  
du Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

EN575-050502-SA1

Security Classification / Classification de sécurité  
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
RILEY, STEPHANIE		SUPPLY SPECIALIST	
Signature		Date	
		2012/02/23	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-955-1678	819-957-2229	stephanie.riley@psgc-pwgsc.gc.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Charon, Annick		SQ	
Signature		Date	
		Feb 24, 2012	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-955-6615	819-934-1448	annick.charon@psgc-pwgsc.gc.ca	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Signature		Date	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Julie Antiporda Contract Security Officer, Contract Security Division Julie.Antiporda@psgc-pwgsc.gc.ca Tel/Tél. - 813-950-6343 / Fax/Fax - 813-951-4171		Signature	
		Date	
		Mar 01, 2012	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada






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## CONTRACT

Page 1 of 13

### PURCHASING OFFICE:

Department Name <b>Department of Indian Affairs &amp; Northern Development</b>
Mailing Address <b>10 Wellington Gatineau, Quebec, K1A 0H4</b>
<b>CONTRACT</b> Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indian Affairs and Northern Development, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.  The Contractor hereby accepts this contract  <b>Person Authorized to Sign</b>
Name <b>Marco Perron</b>
Title <b>CEO</b>
 <b>2018/03/26</b>
Date (YYYYMMDD)
<i>Return signed copy forthwith</i>
<b>Contractor</b>
Name <b>Raymond Chabot Grant Thornton</b>
Address <b>116 Albert Street, Ste 1000 Ottawa, Ontario K1P 5G3</b>

INAC File No. <b>1000198621</b>	
Date of Contract (YYYYMMDD) <b>2018-03-26</b>	
Contract No. <b>4500376719</b>	
Financial Code(s)	
Destination(s) of Services <b>10 Wellington, Gatineau, Quebec, K1A 0H4</b>	
Invoices are to be submitted by Email to: <b>aadnc.dpfugafinance-cfobmufinance.aandc@canada.ca</b>	
Address inquiries to: <b>deborah.cacciato2@canada.ca</b>	
Telephone Number <b>(819) 956-3606</b>	Facsimile Number <b>(819) 953-7721</b>
Total Estimated Cost <b>\$130,312.50</b>	
Applicable Taxes <input type="radio"/> Included <input checked="" type="radio"/> Excluded	
<b>For the Minister</b>	
Signing Authority Name <b>Deborah Cacciato</b>	
Signing Authority Title <b>Senior Procurement Officer</b>	
 Signature	<b>2018-03-26</b> Date (YYYYMMDD)

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The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZN and Annexes are hereby incorporated into and form part of this Contract by reference.

## Requirement Summary

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### 2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement.

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly:

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
Sheila Silva	Stream 5A – Financial Management	Reliability	N			\$130,312.50
SUBTOTAL:						\$130,312.50

### 3. Work Location

Department of Indian Affairs & Northern Development  
10 Wellington  
Gatineau, Quebec  
K1A 0H4

### 4. Estimated cost of travel and living expenses, if applicable.

N/A

## Articles of Agreement

### 1. Security Requirement

1.1 The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/ PWGSC.

1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.5 The Contractor must comply with the provisions of the:

- a) THS Generic Security Requirements Check List EN578-060502-SA1 attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
- b) *Industrial Security Manual* (Latest Edition).

## **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work as per Annex A.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise. Classifications Table of Contents (Version 1)

## **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from April 3, 2018 to October 19, 2018 inclusive.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Deborah Cacciato  
Senior Procurement Officer  
Department Of Indian Affairs & Northern Development  
10 Wellington, 13<sup>th</sup> Floor, Rm. 169  
Gatineau, Quebec  
K1A 0H4

Telephone: (819) 956-3606  
Email: [deborah.cacciato2@canada.ca](mailto:deborah.cacciato2@canada.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority

The Project Authority for the Contract is:

Benoit Labelle  
Financial Advisor  
Department of Indian Affairs & Northern Development  
10 Wellington  
Gatineau, Quebec  
K1A 0H4

Telephone: (819) 635-2920  
Email: [benoit.labelle@canada.ca](mailto:benoit.labelle@canada.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor's Representative

Raymond Chabot Grant Thornton  
116 Albert Street  
Ottawa, Ontario  
K1P 5G3

Attention: Jennifer Junop  
Telephone: (613) 760-3500, [REDACTED]  
Email: [REDACTED]@rcgt.com

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

### 6.2 Limitation of Expenditure

1. Canada's total liability under the Contract will not exceed \$130,312.50, GST or QST extra.
2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

3. In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

### 6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

1. All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

### 6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

#### Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

- ☐ \_\_\_\_\_ Visa
- ☐ \_\_\_\_\_ Mastercard
- ☒   X   Direct Deposit

### 7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

## 8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

## 9. Access to Canada's Facilities

1. The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
  - i. Designated User's premises;
  - ii. Designated User's computer systems (micro computer network);
  - iii. Documentation;
  - iv. Personnel for consultation; and,
  - v. Office space, telephones, desk space, manuals and terminals.
3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
4. Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

## 10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification

C0705C      2010-01-11      Discretionary Audit

## **12. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **13. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. The Articles of Agreement;
2. 2010B (2016-04-04) Conditions - Professional Services (Medium Complexity);
3. Annex A - Statement of Work;
4. Annex B - Security Requirements Check List;
5. The Contractor's THS Supply Arrangement (SA) No. EN578-060502/331/ZT; and,
6. The Contractor's bid dated February 21, 2018.



## ANNEX A

### STATEMENT OF WORK

#### 1. BACKGROUND

The Department of Indian Affairs and Northern Development Canada (DIAND), Transfer Payments Advisory Services (TPAS) unit provides ongoing advisory and support services to clients, both internal and external to the Department, who are mandated to provide effective, high quality services which benefit the Indigenous communities it serves.

The Transfer Payments Advisory Services unit provides advisory and support services through the ongoing development and refinement of its policies, directives, guidebooks etc., and other related activities, including the:

- Development of National Funding Agreements Models
- Development of Guidelines, Information Bulletins and Best Practices
- Enhancement of Stakeholders' Engagement
- Establishment of Funding Agreement Service Standards
- Grants and Contributions Information Management System (GCIMS)
- Integrated Management Control Framework for Grants and Contributions
- National Monitoring, Compliance and Reporting
- National Oversight on Grants and Contributions Management
- Recipient Audit Plan
- National Transfer Payment Management Training

#### 2. SCOPE OF WORK

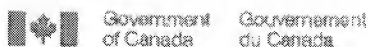
Duties may include but are not limited to undertaking:

- The development of policies, directives and related materials in alignment with the Government of Canada initiatives pertaining to the New Fiscal Relationship with Indigenous communities;
- Inter and intra-departmental consultations on policy related initiatives;
- Ongoing revision and refinement of DIAND's existing policy suite pertaining to Transfer Payments and Grants and Contributions management practices;
- Formulating of proposals for new government regulations, policies, directives and guidelines pertaining to Grants and Contributions management in alignment with the frameworks of Treasury Board Secretariat, Office of Auditor General, etc.;
- Providing advice regarding the financial and non-financial implications of changes in the Grants and Contributions programs;
- Providing advice and guidance to management on all matters pertaining to Grants and Contributions reporting, monitoring and control;
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies;
- Promoting acceptance of new grants and contributions practices, systems and procedures;
- Coordinating TPAS responses to the reports of the Auditor General or to internal stakeholders;
- Monitoring Grants and Contributions funding agreements to ensure that all terms and conditions are met;
- Support of the policy reviews pertaining to the predictability and sufficiency of funding as well as mutual accountability of Indigenous Recipients and the Department;

- Provide timely deliverables to a quality standard acceptable to the Department such as responses to client's requests; prepare PowerPoint presentations and/or decision notes to management, provide analysis, etc.

ANNEX B

SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat EN578-060502-SA1
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PSBD/Acquisitions
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Request for Supply Arrangements (RPSA) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA) on an "if and when requested" basis.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SÉCRÉT <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	
TRÈS SÉCRÉT <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SÉCRÉT (SIGINT) <input type="checkbox"/>	
	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET <input type="checkbox"/>
	TRÈS SÉCRÉT <input type="checkbox"/>
	TOP SECRET (SIGINT) / TRÈS SÉCRÉT (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

CONTRACT NO. 4500376719



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-060502-SA1

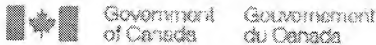
Security Classification / Classification de sécurité  
UNCLASSIFIED

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux:	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat: EN578-060502-SA1
Security Classification / Classification de sécurité: UNCLASSIFIED

**PART C - continued / PARTIE C - suite**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui complètent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui complètent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			TOP SECRET / TRÈS SECRET
											A	B	C	
Information / Access / Renseignements / Accès / Médiation														
IT Media / Support IT														
IT LMA / Inter. Sécurité														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

CONTRACT NO. 4500376719



Gouvernement  
du Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

EN575-000502-SA1

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres imprimées)

RILEY, STEPHANIE

Title - Titre

SUPPLY SPECIALIST

Signature

*[Signature]*

Telephone No. - N° de téléphone

819-955-1678

Facsimile No. - N° de télécopieur

819-997-2229

E-mail address - Adresse courriel

stephanie.riley@tpsgc-pwgsc.gc.ca

Date

2012/02/23

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres imprimées)

Charron, Annick

Title - Titre

SO

Signature

*[Signature]*

Telephone No. - N° de téléphone

819-955-0615

Facsimile No. - N° de télécopieur

819-934-1448

E-mail address - Adresse courriel

annick.charron@tpsgc-pwgsc.gc.ca

Date

Feb 24, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
☐ Non

☐ Yes  
☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres imprimées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres imprimées)

Julie Antiporda

Contract Security Officer, Contract Security Division

Julie.Antiporda@tpsgc-pwgsc.gc.ca

Tel/Tél. 613-955-6342 / Fax/Tél. 613-955-4171

Title - Titre

Signature

*[Signature]*

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Mar 01, 2012

TBS/SCT 150-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada